

Credit Assistance Program Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for the Credit Assistance Program to support my small business, [Your Business Name]. Our business has been [a brief description of your business and its mission, e.g., providing essential services, producing quality products, etc.]. We are currently seeking funding to [briefly describe how you plan to use the funding, e.g., expand operations, purchase new equipment, hire additional staff].

Due to [explain situation, e.g., recent economic challenges, impacts of the pandemic], we have been facing [describe any financial difficulties]. We believe that with the support from the Credit Assistance Program, we can [explain the positive impact of receiving funding, e.g., stabilize our business, create jobs, increase revenue].

Enclosed with this letter, please find the required documents, including our business plan, financial statements, and any other necessary information.

Thank you for considering our application. We look forward to the opportunity to discuss our needs further.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]